



Department of Transportation and Communications  
**HEADQUARTERS PHILIPPINE COAST GUARD**  
(PUNONGHIMPILAN TANOD BAYBAYIN NG PILIPINAS)  
139 25<sup>th</sup> Street, Port Area, Manila



HPCG/OCG-2

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CIRCULAR --- )

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**MISSION, FUNCTIONS AND ORGANIZATION OF COAST GUARD  
INTELLIGENCE AND SECURITY TRAINING FACILITY**

1. **MISSION**

To implement the creation and activation of a Coast Guard Intelligence and Security Training Facility that would cater to the training requirements of PCG personnel pertaining to intelligence, investigation and security.

2. **FUNCTIONS:**

a. To instill security awareness among Coast Guard personnel in the discharge of their respective duties; through the conduct of security seminars;

b. To cultivate the potential of Coast Guard personnel as intelligence assets and educate them on the proper and effective method of extracting intelligence information;

c. To educate/train Coast Guard personnel on the impartial conduct of investigation of maritime-related cases through lectures and simulated exercises;

d. To train Coast Guard personnel on the proper handling of evidence in the pursuit of the PCG maritime law enforcement function;

e. To develop Coast Guard officers and enlisted personnel as active and effective deterrents to possible destabilization acts of saboteurs, infiltrators, disgruntled PCG personnel and AFP personnel belonging to fraternal groups and as the RAM-SFP and YOU through the conduct of Intelligence Courses;

f. To conduct similar training relevant to intelligence, security and investigation as the need arises and;

g. To advise the Commandant, PCG on matters pertaining to the training requirements of Coast Guard personnel on intelligence, security, investigation and the like.

3. **ORGANIZATION:**

CGISTF is organized as in Enclosure 1. There will be a Director of CGISTF and he shall be assisted by an Assistant Director. Placed directly under their supervision are the following: Heads of the Administrative Branch, Strategic Planning &

Research Branch and the Training Group. The Faculty and the Mobile Training Team shall, in return, be placed under the Training Group.

#### 4. FUNCTIONAL RELATIONSHIP

The Director of CGISTF shall undertake administration of the Office of the Coast Guard Intelligence and Security Training Facility. He shall be under the administrative and operational control of the AC of S, CG-2.

CGISTF shall implement training policies and guidance promulgated by AC of S, CG-2. CGJA will also provide functional guidance to CGISTF on matters regarding investigation of cases.

#### 5. DUTIES AND RESPONSIBILITIES:

##### a. Director, CGISTF

- CGISTF.
- 1) Responsible for the over-all accomplishment of the mission of CGISTF.
  - 2) Exercise direct control and supervision of CGISTF staff and personnel.
  - 3) Shall be primarily responsible to CPCG and higher headquarters in the execution of mission and functions of CGISTF.
  - 4) Advise CPCG on matters pertaining to intelligence, security and investigation training and operation of CGISTF.
  - 5) Perform other duties as CPCG may direct.

##### b. Assistant Director, CGISTF

- 1) Assist the Director, CGISTF in the successful accomplishment of the mission of CGISTF and acts as Acting Director, CGISTF in case of the former's absence.
- 2) Perform such other duties as the Director, CGISTF may direct.

##### c. Head, Administrative Branch

- 1) Procure and provide supplies for the unit.
- 2) Disburse the budget of the unit.
- 3) Maintain central files and records.
- 4) Operate and maintain photographic, communications and reproduction equipment of the unit.
- 5) Perform other functions as the Assistant Director, CGISTF may direct.

##### d. Head, Strategic Planning & Research Branch

- 1) Prepare training curriculum of the unit, subject to the approval of the Director, CGISTF.
- 2) Conduct research on areas of concern for possible inclusion in the CGISTF curriculum.
- 3) Suggest means of upgrading the quality of training at CGISTF.
- 4) Recommend the conduct of other related training as the need arises.

- 5) Perform other duties as the Assistant Director, CGISTF may direct.

e. Head, Training Group

- 1) Shall be responsible for the strict implementation of the CGISTF curriculum.
- 2) Prepare visual aids to enhance the conduct of training.
- 3) Shall be responsible for maintaining discipline of the trainers/trainees of CGISTF.
- 4) Recommend to Head, Strategic Planning and Research Branch the addition and/or alteration of training subjects based on the response of the trainees.
- 5) Perform other duties as the Assistant Director, CGISTF may direct.

e.1 Faculty

- 1) Impart clearly and effectively knowledge/skills pertaining to intelligence security, investigation and other related topics in accordance with CGISTF curriculum.
- 2) Endeavor to make instruction more interesting through the use of computer-aided techniques, simulation exercises, reenactment scenes, etc.
- 3) Draw out trainees to participate actively in training discussions and monitor their progress through the conduct of written examinations.
- 4) Maintain discipline of trainees inside the training area.
- 5) Perform other duties as the Head, Training Group may direct.

e.2. Mobile Training Team

- 1) Shall conduct training in designated areas outside of Headquarters, CGISTF.
- 2) Perform other duties as the Head, Training Group may direct.

6. LOCATION:

Pending the availability of a fixed structure to house CGISTF, the Office of the Production and Research Branch of O/CG-2 at the left wing of HPCG Administrative Building is designated as its temporary office.

7. EFFECTIVITY:

This circular will take effect upon publication.

BY COMMAND OF VICE ADMIRAL LISTA:

OFFICIAL:

  
JOSE WILLIAM U ISAGA  
LCDR PCG

WILFREDO D TAMAYO  
Commodore PCG  
Chief of Staff, PCG

CGISTF ORGANIZATIONAL CHART

